

Revision Log

Revision No.	Effective Date	Prepared By	Description of Changes	Affected Pages
0	6/9/1999	E. Jeanne Hamilton	New Procedure	All
1	4/25/2000	E. Jeanne Hamilton	Format changes, update document matrix, minor text changes	All
2	2/12/2001	E. Jeanne Hamilton	Minor text changes: new document format and types	All
R2, ICN1	9/9/02	E. Jeanne Hamilton	Add definition for Records, Replace attachments with more current attachments	Pages 5, Attachments
R2, ICN2	10/22/04	C. Vidlak	Replace attachment B, delete section 5.2.	Page 14, Attachment B
3	2/11/2005	C. Vidlak	Title change, merged QP 4.10 into this QP (4.9). Revised to comply with current procedure format requirements and process changes and to address ICN-1 and 2. Document matrix update to reflect document type changes and approval authorities.	All
R3, ICN1	4/8/05	C. Vidlak	Remove Document Approval matrices and place on ECR web page as stand alone documents	Attachments A & B
4	11/4/05	C. Vidlak	Incorporate ICN-1. Add section to address NES and USQ requirements for ARC	Pages 17,18, removed attachments A & B.

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Document Development and Approval Process

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List of Acronyms and Abbreviations

AA	administrative authority
ADC	authorized derivative classifier
ARC	Activity Review Committee
DM	document manager
DOE	US Department of Energy
DOE-LASO	US Department of Energy – Los Alamos Site Office
ECR	Environmental Characterization and Remediation Group
ENV	Environmental Stewardship Division
EPA	Environmental Protection Agency
GIS	Geographical Information Systems
ICN	interim change notice
LANL	Los Alamos - Unlimited Release
NMED	New Mexico Environment Department
NNSA	National Nuclear Security Administration
PL	project leader
PM	program manager

QP	quality procedure
RPF	Records Processing Facility
RS	Remediation Services Project
S-7	Classification Group
SOP	standard operating procedure
SOW	statement of work
TIR	technical information release
USQ	unreviewed safety question

Document Development and Approval Process

1.0 PURPOSE

This quality procedure (QP) states the responsibilities and describes the process for planning, developing, reviewing, and approving Los Alamos National Laboratory, Environmental Stewardship (ENV) –Environmental Characterization and Remediation (ECR) documents.

2.0 SCOPE

- 2.1 All **participants** shall implement this mandatory QP for document development and approval for the ENV-ECR group.
- 2.2 **Subcontractors** performing work under the ENV-ECR quality program shall follow this QP.

3.0 TRAINING

Note: Training for this QP is required for all participants.

- 3.1 **Participants** shall train (e.g., read and/or classroom) to and use the current version of this QP; contact the author of this QP if the text is unclear.
- 3.2 **Participants** using this QP shall document training in accordance with QP-2.2, Personnel Training Management.
- 3.3 The responsible **project leader (PL)** shall monitor the proper implementation of this procedure and ensure that the appropriate personnel complete all applicable training assignments.

4.0 DEFINITIONS

- 4.1 Accelerated process — the accelerated process is used on Administrative Authority (AA) deliverables based on specific AA correspondence with required short-term deadlines (30-day as a minimum, although may have 45- or 60-day turnaround requirements).
- 4.2 Administrative authority — the New Mexico Environmental Department (NMED), US Environmental Protection Agency (EPA), or the U.S. Department of Energy (DOE), as appropriate.
- 4.3 Certification — a signed statement required by permits, or certain enforcement documents (e.g., compliance order), that is attached to all reports and to other information requested by the AA. Certification ensures that a document and all of its attachments were prepared under the direction or supervision of an authorized person in accordance with a

system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Certification carries significant penalties for known violations [Title 20, Chapter 4, Part 1, Section 900 of the New Mexico Administrative Code(20.4.1.900 NMAC), 270.11(b-d)]

- 4.4 Decision review — a panel review that occurs before document writing has begun. This review focuses on the appropriateness of the stated objectives for the identified program, adequacy of the proposed approach to address the objectives, and identification of concerns and necessary contingencies (see QP-3.5, Peer Review Process).
- 4.5 Document — a written or pictorial compilation of information that describes, defines, specifies, reports, or certifies activities, requirements, procedures, or results (e.g., any plan, report, proposal, regulatory response, permit modification request, document addendum or update, or procedure) that must be submitted to the AA or has significance to the operations of the ENV-RS Project. Representative document types are listed in Attachments A and B.
- 4.6 Document review — a review of the final draft of a document that focuses on clarity of presentation; consistent, appropriate format; content; and appropriate approach. This review may be in the form of a panel review or a read review (reference QP-3.5, Peer Review Process).
- 4.7 Draft document — this term refers to a document in a complete form, including all appendices, figures, and attachments, and that has been edited and is ready for review.
- 4.8 ENV-ER document catalog number — the unique document identifier, automatically assigned to a document when an online ENV-ECR document signature form is initiated at <http://erinternal.lanl.gov/DocCatalog/>.
- 4.9 ENV-ECR document matrix — a list of ENV-ECR documents divided into two groups: those requiring a formal peer review (subject to QP-3.5) and those that do not require a formal peer review but that minimally require at least a technical review. This matrix also identifies the approval signatures required for each document. The ENV-ECR peer review task leader determines document-reviewer requirements. Document approval requirements are determined by the ENV-RS Program Office directorate and are shaded on the matrix. (Approval signatures are required, but will be obtained on separate forms or letters, such as TIR, certification, or transmittal letter.) This matrix is located on the ENV-ECR web page.
- 4.10 ENV-ECR document signature form — the form that documents the appropriate review and approval signatures for all internally developed documents and automatically acquires the document catalog number.

- 4.11 *Final document* — this term refers to a document that is subject to the QP-4.9 procedure and that
- has addressed all comments from all required reviews;
 - has undergone a full edit;
 - is composited in accordance with current ENV-ECR and Los Alamos National Laboratory (LANL or the Laboratory) standards, if applicable;
 - has a completed ENV-ECR document signature form;
 - has certification attached, if required;
 - is ready for submission to the AA, if applicable; and
 - is ready for submission to the Records Processing Facility (RPF).
- 4.12 *Graded approach* — the process by which the level of detail in analyses, documentation, and actions necessary to comply with requirements is commensurate with
- the relative importance to safety, safeguards, and security; and
 - the magnitude of any hazard involved.
- 4.13 *Los Alamos-Unlimited Release (LA-UR) number* — the identification number required for all documents or presentations prepared for distribution external to the Laboratory. LA-UR numbers are obtained by filling out a Technical Information Release (TIR) form located online under documents at <http://eia.lanl.gov/forms/678.pdf>, and submitting the form with a specified number of copies of the document to the Laboratory's Classification Group (S-7) for review.
- 4.14 *Quality procedure (QP)* — within the ENV-ECR group, a quality procedure is a document that describes the process for performing an activity governed by the ENV-ECR Quality Management Plan.
- 4.15 *Records* — all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of their physical form or characteristics.
- 4.16 *Required outline* — a specified outline that dictates the format and content of documents.
- 4.17 *Technical Information Release (TIR) Form* — a form used for submission to the Authorized Derivative Classifier (ADC) and the Laboratory's Classification Group (S-7) Group to ensure the appropriate level of classification.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure:

- Author (PL, assigned ENV-ECR participant, or subcontractor)
- Authorized Derivative Classifier
- Document Manager (DM)
- Document team
- ENV-ECR group administrative assistants
- ENV-ECR peer review task leader
- ENV-ECR compositor
- ENV- ECR participants
- ENV- ECR technical writer/editor
- ENV-RS Deputy Project Director
- ENV-RS Program Manager (PM)
- Project Leader (PL)
- Quality Program Project Leader (QPPL)
- Subcontractors
- Technical reviewers

6.0 PROCEDURE

Note: Attachment A is a checklist for project leaders and/or authors to follow.

6.1 Graded Approach

- 6.1.1 The following process describes the most rigorous requirements for document development, review, and approval. A graded approach (see Section 4.8), as determined by the PL during document planning, is allowed based on the document type, size, and review/approval requirements as depicted in the ENV-ECR Documents Matrices located on the ECR web page at http://erinternal.lanl.gov/procedures/docs/document_approval_requirements.pdf.

6.2 Document Planning

The **PL** is ultimately responsible for the quality and scheduling of the document, and for ensuring any review, approval, and/or adherence to the required deliverable schedule.

Note: The **PL** may delegate any or all administrative actions to the author or an administrative assistant.

- 6.2.1 The **PL** shall coordinate with the document manager (DM) to obtain a document catalog number, document signature form, TIR, editor assignment, and document schedule for reviews and delivery date if required (see QP-4.5, Document Control.)
- 6.2.2 The **PL** appoints an author (this may be the PL, ENV-ECR participant, or a subcontractor) to coordinate the planning, development, review, and approval of the document.
- 6.2.3 The **PL** shall define responsibilities clearly in each step of this process and shall review the document at different stages throughout the document-writing process, well in advance of the technical or formal peer review (if required), completion, and deliverable date.
- 6.2.4 Determining the accelerated process requirement for document development and approval.
 - 6.2.4.1 The **PL** determines if the accelerated process applies to the current document under development. (Table 6.2-1, "Sample Accelerated Process Timetable," provides a sample timetable for the accelerated process.)

Table 6.2-1
Sample Accelerated Process Timetable

30-Day Turnaround	
<i>Requirement</i>	<i>Timetable</i>
AA correspondence arrival Project Office	1 working day for distribution
Schedule established	28 working days before transmittal
Draft document developed	27 working days before transmittal
Draft submission to reviewers	13 working days before transmittal
Comments returned to author	9 working days before transmittal
Incorporate comments	8 working days before transmittal
Document compiled/edited	6 working days before transmittal
Reviewer signatures acquired	2 working days before transmittal
Deputy Proj. Dir. review/transmittal	1 working day before transmittal

6.2.5 Selecting the Document Team

- 6.2.5.1 The **author** selects a document team to assist in the preparation of the document. The document team includes the author, subject matter experts (SMEs), and an ENV-ECR technical writer/editor.
- 6.2.5.2 The **author** serves as the document team leader.

6.2.6 Determining the Document Requirements

- 6.2.6.1 The **PL** determines whether the document is required to proceed through the document peer review process.
- 6.2.6.2 The **author** (with the assistance of the PL and the document team) reviews and assesses the available information and determines what actions, decisions, and/or recommendations are necessary to implement in the development of the document.
- 6.2.6.3 The **author** (with the assistance of the PL and the document team) plans the content of the document and determines whether a required outline exists for the type of document under development (these outlines may be found at http://erinternal.lanl.gov/home_links/Library_doctemp.shtml.)

Note: Outlines related to Consent Order documents may be found in Section XI of the Order.

- If a required outline does not exist, then the author plans an outline to accommodate the document's objectives.
- If a required outline does exist, then the author ensures compliance with this outline.

6.2.7 Determining the Need for a Decision Review

- 6.2.7.1 The **PL** determines if a decision review is required according to QP-3.5, Peer Review Process.
- 6.2.7.2 The **PL** contacts the peer review task leader to coordinate decision review in accordance with QP-3.5.

6.2.8 Assigning Tasks

- 6.2.8.1 The **PL** shall coordinate with the DM and the assigned ENV-ECR technical writer/editor to help set achievable deadlines both in relation to the document's requirements and in relation to the deadlines of other documents that are in concurrent preparation.
- 6.2.8.2 The **author** shall assign document/section writing tasks to the members of the document team and set the deadline for the completion of the initial writing assignments.

6.3 Document Development

6.3.1 Submitting Document Sections

- 6.3.1.1 **Document team members** ensure that their sections meet the outline requirements, and submit completed sections to the author by the deadline for completing assignments.
- 6.3.1.2 The **author** shall ensure that the document has been edited prior to submission to the PL for his/her review.
- 6.3.1.3 The **PL** shall review the document, ensure it has met all editorial, and draft document requirements prior to submission for review.

Note: This action cannot be delegated.

6.3.2 Submit Electronic File and/or Paper Copy

- 6.3.2.1 The **PL** shall submit electronic files of the sections submitted by individual document team members, and paper copies of references not previously submitted in a reference set to the ENV-ECR technical writer/editor to compile the entire document (including all appendices).

Note: It is the PL's responsibility to ensure ALL electronic or hard copy sections and appendices, (including all maps, figures, and tables), of the document have been submitted by the subcontractor to the assigned ENV-ECR technical writer/editor.

6.3.3 Editing and Compositing Document

- 6.3.3.1 The assigned **ENV-ECR technical writer/editor** shall generate a title certification page for each deliverable document, which requires the appropriate project, UC, and DOE approval signatures upon finalization of the document.
- 6.3.3.2 The assigned **ENV-ECR technical writer/editor** shall perform an edit of the document and shall maintain the only "master" controlled electronic version of the document, and is the only person authorized to make changes to the electronic version of the document. Any ENV-RS Program participant requesting an electronic copy of the document will receive a "Read Only Access" version.
- 6.3.3.3 The **PL** shall submit any changes to the document in writing to the ENV-ECR technical writer/editor.
- 6.3.3.4 The **ENV-ECR compositor** is responsible for formatting and coordinating document electronic files from various sources.
- 6.3.3.5 The **ENV-ECR compositor** labels all electronic files with the ENV-ECR document catalog number, taken from the first line of the ENV-ECR document signature form, a file description, and its associated software suffix (e.g., ER[current year]-xxxx QP-xx.xx.doc).
- 6.3.3.6 The **ENV-ECR compositor** enters the notation "Draft" and the ENV-ECR document catalog

number on the cover and in the footer of each page.

- 6.3.3.7 The **ENV-ECR compositor** compiles the edited draft version of the document and provides an electronic version and a hard copy of the draft document to the ENV ECR writer/editor.

6.3.4 Completing and Submitting the Technical Information Release (TIR) form

Note: For online information regarding the Laboratory's classification review requirements for all ENV-ECR documents or publications, please refer to

<http://int.lanl.gov/security/classification/>

Note: Statements of work must be submitted to S-7 for a classification review *prior* to submittal to Procurement.

- 6.3.4.1 If the document is listed under "External Distribution" in the Document Review and Approval Matrix on the ENV-ECR web page, the **author** ensures the completion of the TIR form.

- 6.3.4.2 The **PL** ensures that the TIR form and a copy of the draft document are submitted to an Authorized Derivative Classifier (ADC) for review and sign-off authorization *prior* to submission to the document peer review team or prior to submission for DOE review if peer review is not required.

- 6.3.4.3 The **PL** shall submit a copy of the TIR with the ADC's signature to the peer review task leader for verification prior to peer review.

- 6.3.4.4 The **PL** ensures that the TIR, with all required signatures, and the appropriate number of copies of the document are submitted to the Laboratory's Classification Group (S-7) for review and issuance of an LA-UR number in time to meet scheduled deadlines.

Note: The final document will be re-submitted to S-7 prior to submission to the AA or to the document's final recipient.

6.4 Document Review and Approval

All documents requiring formal peer review and approval shall be processed in accordance with QP-3.5, Peer Review Process.

Note: Refer to the Document Review and Approval Matrices on the ECR web page http://erinternal.lanl.gov/procedures/docs/document_approval_requirements.pdf to determine if a document requires a formal peer review.

Note: If a formal peer review is **not** required, proceed to section 6.4.2.

6.4.1 Submitting the Draft Document for Peer Review

6.4.1.1 The **ENV-ECR technical writer/editor** provides a copy of the draft document to the PL for peer review submission.

6.4.1.2 The **PL** requests a formal peer review in accordance with QP-3.5.

6.4.1.3 The **PL** transmits the document electronically or submits the required number of hard copies of the complete draft document to the peer review task leader in accordance with QP-3.5.

6.4.1.4 The **peer review task leader** determines the review and approval requirements for the document and ensures that the document proceeds through the peer review process as required in accordance with QP-3.5.

Note: Laboratory Counsel Review (section 6.4.3) may be concurrent with internal peer review.

6.4.1.5 The **PL** acquires approval signatures on the ENV-ECR document signature form in the sequence noted on the form.

Note: For documents requiring peer review, please skip section 6.4.2 and proceed directly to section 6.4.3, Laboratory Counsel Review.

6.4.2 Submitting the Draft Document (peer review NOT required) for internal or technical review.

6.4.2.1 The **ENV-ECR technical writer-editor** provides the appropriate number of copies of the draft document to the PL for submittal to the internal reviewers.

Note: Laboratory Counsel Review (section 6.4.3) may be concurrent with internal review.

6.4.2.2 The **PL** acquires internal reviewer and Laboratory counsel approval signatures on the document signature form.

6.4.3 Laboratory Counsel Review

6.4.3.1 If the document is listed under “External Distribution” in Document Review and Approval Matrices on the ECR web page

http://erinternal.lanl.gov/procedures/docs/document_approval_requirements.pdf, the **PL** ensures that

a review copy of the document, along with a copy of the ENV-RS document signature form, is transmitted to Laboratory counsel with a memorandum that includes the

- title of the document,
- requested due date for comments, and
- name and phone number of the contact person (e.g., author, PL, ENV-ECR technical writer/editor.)

6.4.3.2 The **author** resolves the Laboratory counsel reviewer’s comments, marks all changes on a single copy of the document, and submits it to the PL for review and verification.

6.4.3.3 The **PL** shall submit hard-copy changes to the ENV-ECR technical writer/editor.

6.4.3.4 **The ENV-ECR technical writer/editor** shall incorporate the approved changes into the document, complete the required editing and formatting, and submit a hard copy and/or electronic copy of the revised draft to the PL for further processing.

6.4.3.5 The **PL** acquires Laboratory counsel’s approval signature on the ENV-ECR document signature form.

6.4.4 Verifying Proper Document Development

Note: It is the **PL’s** responsibility to ensure that all requirements for processing and approving the document are completed PRIOR to submission to the AA.

6.4.4.1 The **PL** shall ensure that a final dataset has been approved by a data steward/chemist.

6.4.4.2 The **PL** shall ensure that a spatial data has been secured from the Geographical Information Systems (GIS) databank

6.4.4.3 The **author** and the **PL** attest to the document's completeness and accuracy with approval signatures on the ENV-RS Project document signature form.

Note: Document deliverables to AA require a title page which in turn requires the PL, responsible University of California (UC) representative, and responsible DOE/National Nuclear Security Administration (NNSA) signatures.

6.4.4.4 The **PL** submits the final document to the ENV-RS program manager or the ENV-ECR group leader, as required, for final review and approval signature.

6.4.4.5 At this point, the document becomes final and the **PL** ensures that all draft designations are removed from what was the "Final Draft" document.

Note: Some documents (e.g., the Installation Work Plan) maintain the "draft" designation for ENV-ECR document citation purposes pending AA approvals. After AA approval, the document is given a revision number in order to distinguish it from previously cited documents.

6.4.4.6 The PL submits the final signed document or procedure to the Activity Review Committee (ARC) for a determination of whether the document should enter the Unreviewed Safety Question (USQ) process. The review is based on OST 300-00-06B "Mandatory USQ procedure for LANL Nuclear Facilities".

Note: This process must be completed before final document is distributed.

Note: This applies to ANY document pertaining to NES(s).

6.4.5 Drafting the Transmittal Letter

- 6.4.5.1 If required, the **PL** drafts a transmittal letter that addresses all necessary requirements.
- 6.4.5.2 The **PL** shall ensure the distribution list for the transmittal letter and associated document is up-to-date and accurate.
- 6.4.6 Project Office Review/Approval
 - 6.4.6.1 The **PL** shall send the document along with the appropriate distribution list, the draft transmittal letter, certification (if required), and completed document signature form to the ENV-ECR Group administrative assistant.
 - 6.4.6.2 The **ENV-ECR Group administrative assistant** copies the transmittal letter onto official LANL stationery and prepares the owner/operator certification, if required.
 - 6.4.6.3 The **ENV-ECR Group administrative assistant** obtains a ENV-ECR document signature form for the transmittal letter
 - Note:** Obtaining the document signature form generates a new ER Catalog number for the transmittal letter and references the attachments.
 - 6.4.6.4 The **ENV-ECR Group administrative assistant** ensures all required approval signatures are acquired on the document signature form for the transmittal letter.
 - 6.4.6.5 The **ENV-ECR Group administrative assistant** submits the final document with its document signature form, the document transmittal letter along with its document signature form (if required), and any document certifications required to the ENV-RS Deputy Program Director for review and approval signature.
 - 6.4.6.6 The **ENV-RS Deputy Program Director** shall sign all required documents, upon approval, and return them to the ENV-ECR Group administrative assistant.
 - 6.4.6.7 The **ENV-RS Program office** maintains a copy of the final document and all related forms and letters in the program office files.

- 6.4.7 Department of Energy (DOE) Review
 - 6.4.7.1 If required, the **PL** ensures that the final document and any accompanying certification or transmittal letter is submitted to the DOE Program Manager for signature.
- 6.4.8 Document Distribution
 - 6.4.8.1 After acquiring all required approvals, the **PL** shall ensure transmittal of the final documents in accordance with the document distribution list (e.g., AA, DOE, RPF, S-7, etc.)
 - Note:** This step may be delegated to the ENV-ECR Group administrative assistant; however, it is the PL's responsibility to ensure that all steps have been accomplished.
 - 6.4.8.2 The **ENV-ECR Group administrative assistant** shall submit a copy of all deliverable documents to the ENV Records Production Facility (RPF) in accordance with QP-4.4, Record Transmittal to the Records Processing Facility.
 - 6.4.8.3 If the document is scheduled for external the **ENV-ECR Group administrative assistant** ensures that a copy of the document is entered into the I-Track system and any actions are re-assigned to any PLs by the RS Deputy Project Director.
 - 6.4.8.4 The **author** or the **PL** ensures a copy of the final document (if requested by peer review task leader); a copy of the completed document signature form, and all associated peer review forms and documentation is transmitted to the peer review task leader (if required) in accordance with QP-3.5.

7.0 LESSONS LEARNED

- 7.1 Before performing work described in this QP, **participants** should search online for applicable lessons on the DOE Lessons Learned Information Services home page (<http://www.tis.eh.doe.gov/11/11.html>), and/or on LANL's Lessons Learned Resources web page (http://www.lanl.gov/projects/lessons_learned/).

- 7.2 During work performance and/or after the completion of work activities, **participants**, as appropriate, shall identify, document, and submit lessons learned in accordance with LANL's Lessons Learned System at http://www.lanl.gov/projects/lessons_learned/.

8.0 RECORDS

The **PL or designee** shall submit the following records to the RPF, in accordance with QP-4.4:

- Final document (hardcopy)
- Completed ENV-ECR document signature forms
- Transmittal letter (if required)
- Transmittal memoranda (if required)
- The certification (if required)
- Hardcopy of any electronic mail (i.e., e-mail), internal or external, that documents any policies, decisions, operations, procedures, or other activities of the ER Project
- References within the document that do not currently reside in the RPF (if applicable)
- Documentation of reviewer nonconcurrence with comment resolutions (if applicable, per QP-3.5)

9.0 REFERENCES

To implement this QP, **participants** should become familiar with the contents of the following documents, located at http://erinternal.lanl.gov/home_links/Library_proc.shtml or the enclosed link for that document:

- ENV-ECR Quality Management Plan
- QP-2.2, Personnel Orientation and Training
- QP-3.5, Peer Review Process
- QP-4.5, Document Control
- QP-4.4, Record Transmittal to the Records Processing Facility
- LANL LIR 308-00-02.0, Laboratory Records Management

10.0 ATTACHMENTS

The user of this QP may locate all forms associated with this procedure at <http://erinternal.lanl.gov/Quality/user/forms.asp> and can consult the following information attached to this QP:

Attachment A: Project Leader/Author Document Development Checklist

[Using a CRYPTOCard, click here to record "self-study" training to this procedure.](#)

If you do not possess a CRYPTOCard or encounter problems, contact the ENV-ECR training specialist.

Attachment A
Project Leader/Author
Document Development Checklist

- ☐ Contact Document Manager to obtain controlled document number (if required); document catalog number and document signature form; technical information release (TIR); coordinate document scheduling, and receive your editor/compositor assignment.
- ☐ Select document team.
- ☐ Determine document requirements (peer review required or not required).
- ☐ Determine need for decision review and if necessary, notify peer review task leader to coordinate the review.
- ☐ Request required peer review(s).
- ☐ Consult with assigned ECR technical writer/editor to set deadlines.
- ☐ Assign document/section writing tasks to members of document team and notify of deadline (in writing) for completion.
- ☐ Review document to ensure it has met all editorial and draft review requirements prior to submission for peer review.
- ☐ Ensure final dataset has been approved by a data steward or chemist.
- ☐ Ensure spatial data has been secured from the GIS databank.
- ☐ Ensure subcontractor has submitted all electronic and/or hard copy sections and appendices to project technical writer/editor.
- ☐ Ensure TIR form and document are submitted for ADC review and to S-7 Classification for review (if required).
- ☐ Ensure that document is submitted for Laboratory Counsel Review (if required).
- ☐ Submit document to peer review task leader for peer review coordination.
- ☐ Resolve all reviewer comments to mutual satisfaction.
- ☐ Ensure all comments have been incorporated into final document.

Attachment A (continued)
Project Leader/Author
Document Development Checklist

- ☐ Obtain all required reviewer signatures on comment forms after document is final and all comments have been incorporated. (This may require going over some comments with reviewers).
- ☐ Verify document's completeness and accuracy with approval signature on ENV-ECR document signature form.
- ☐ Ensure that all required approval signatures appear on the ENV-ECR document signature form in sequential order.
- ☐ Draft transmittal letter (if required).
- ☐ Deliver draft transmittal letter, certification (if required), document, document signature form, and distribution list to ENV-ECR Group administrative assistant for processing.
- ☐ Ensure transmittal of final document in accordance with distribution list (e.g., AA, DOE, RPF, S-7, etc.).
- ☐ Ensure copy of completed document signature form, final document, and signed completed comment forms are transmitted to peer review task leader.
- ☐ Submit required records to the RPF.